

S E C R E T

25X1

12 January 1984

MEMORANDUM FOR: Deputy Director for Administration

FROM: Daniel C. King
Director of LogisticsSUBJECT: Report of Significant Logistics Activities for
Period Ending 12 January 1984

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1. Progress Report on Tasks Assigned by the DCI/DDCI:

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No tasks assigned during this reporting period.

2. Items or Events of Major Interest that have Occurred During the Preceding Week:

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a. Quality of Life: The selection of carpet, wall covering, and furniture for the Office of Medical Services is now complete. The orders have been forwarded to Procurement Division, OL, for the first two items and the furniture order has been specified for processing when funding approval is given.

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b. Office of Communications (OC) FY 1984 Procurement Planning: The first comprehensive procurement planning document has been received from OC. This data will be an invaluable tool to assist Procurement Division in providing timely, well coordinated procurement support, and OC has agreed to provide periodic updates as their procurement plans are revised.

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c. Copier Production: A recent matrix of standard office copier models published in the Office Administration and Automation magazine revealed that 81 of 93 leading copiers listed were manufactured in Japan or other foreign countries. The matrix will be helpful to Printing and Photography Division in identifying features and performance characteristics across the market.

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WARNING NOTICE
INTELLIGENCE SOURCES
OR METHODS INVOLVED

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25X1 d. Data Administration Service (DAS), Information Management
25X1 Support Staff, OL: On 10 January, C/DAS conducted a briefing
on the DAS mission, functions, objectives and organizational
structure to 56 personnel. Of this number, 24 people are
incumbents of DAS designated positions. The remaining 32
represented various degrees of interest in the DAS, from
components in and out of OL. Of this latter group, 19 have
evidenced interest in seeking an ADP career and desire to be con-
sidered as candidates for DAS positions. Subsequent reaction to
the briefing appears positive in all aspects.

25X1 3. Significant Events Anticipated During the Coming Week:

25X1 None.

Daniel C. King